

MATOC Solicitation Number: 06-0001-06

Littoral Anti-Submarine Warfare Multistatic Project (LAMP) Support Services for the ONR Ocean Battlespace Sensing Department

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contract (MATOC) for support services under CLIN 0001 are due by 18 November 2005 at 2:00 PM (local), with an expected award date of 12 December 2005.

1.0 Background

The Ocean Battlespace Sensing Department of the Office of Naval Research underwrites oceanographic, space-based remote-sensing and environmentally related science and technology efforts within the Department of the Navy. The Department consists of two large divisions, Research Division and Applications Division, with multi-disciplinary programs in naval environments, undersea warfare and related subjects. The Department manages four Littoral Anti-Submarine Warfare (ASW) Future Naval Capability projects, including the project addressed in this solicitation, the Littoral Anti-Submarine Warfare Multistatic Project (LAMP) www.onr.navy.mil/sci_tech/ocean/321_sensing/prog_us. This is a continuing requirement. The incumbent is Marine Acoustics, Inc (N00014-04-D-0576; Delivery Order 0001).

2. Statement of Work

2.1 Objective

The objective of this project is to provide test and evaluation coordination for the Littoral ASW Multistatics Project and marine mammal mitigation to be conducted for upcoming Littoral ASW Multistatics Project at-sea experiments.

2.2 Scope

The contractor shall provide the Test and Evaluation (T&E) Team Leader in 2006, 2007, and 2008, prepare environmental compliance documentation for LAMP at-sea tests to be conducted in 2006 and 2007, and assist in the preparation of the LAMP End of Project final report in 2008. As T&E Team Leader, the contractor will coordinate the preparation, execution and reconstruction of data to be collected during the upcoming sea tests. The contractor will also provide trained observers to search for marine mammals during the conduct of the LAMP (non-LWAD) sea tests (FAST 06 and FAST 07). The work will be performed at the contractor's facility and at sea during the tests.

2.3 Technical Tasks/Requirements

The contractor will provide coordination of the Littoral ASW Multistatic Program (LAMP) at-sea testing, data collections and demonstrations. This effort will include coordination with elements of LAMP and LWAD for pre-test planning, preparation, budget estimates, and manning.

The contractor will address environmental compliance issues associated with one False Alarm Sea Test in FY06 (FAST 06) and one False Alarm Sea Test in FY07 (FAST 07). The contractor will provide inputs to environmental compliance documentation generated by LWAD as needed for the LAMP demonstration in FY07. The FAST 06 experiment will consist of 5 days of at-sea testing in shallow water in the western Pacific Ocean in May or June 2006. The FAST 07 experiment will consist of 5 days of at-sea testing in shallow water in the western Pacific Ocean in April or May 2007. The LWAD 07-X experiment will consist of 7-10 days of at-sea testing in shallow water in the western Pacific Ocean between June and September 2007, up to five Compact Deployable Receivers will be deployed, and up to 10 modified ADAR Receivers will be deployed.

The contractor will execute the following tasks:

- Coordinate data efforts for FAST 06 and FAST 07 sea test. This effort will include formulating the objectives of the sea test, facilitate the coordination to meet the objectives, directing the search for RV assets to be leased by ONR, author a test plan to address the operations and direct operations to be conducted to meet the sea test objectives.
- Coordinate LAMP data efforts for LWAD 07-1 sea test. This effort will include formulating the LAMP objectives within the LWAD sea test, represent LAMP within the LWAD sea test coordination effort by attending planning meetings, organize the LAMP effort needed for the sea test, provide required documentation to LWAD for the LWAD test plan and direct LAMP operations to be conducted during the LWAD sea test.
- Provide an Overseas Environmental Assessment or Acoustic Assessment, in accordance with the provisions of Executive Order 12114 and OPNAVINST 5090.1B for FAST 06 and FAST 07. The assessment should cover the period planned for data collection within the data collection test plan.
- Conduct the marine mammal observations required during the FAST 06 and FAST 07 sea tests. These observations will be conducted by trained and equipped marine mammal observers during daylight operations for each test.
- Collect data and prepare a reconstruction report for complete reconstruction of the LAMP FAST 06 and FAST 07 sea test as defined within the sea test plan.

2.4 Reports Data and Other Deliverables

The contractor will:

- Prepare Quarterly Status Reports,
- Prepare internal financial notices, instructions, guidelines and reports as required.
- Prepare End of Project Report that covers the life of the project under the Test and Evaluation (T&E) task for the LAMP Program.

3. Personnel Requirements

3.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 All personnel must be thoroughly familiar and proficient in the use of commercial software packages (Microsoft Word, Project, Excel, and PowerPoint).

3.1.2 Team Leader: Should have at least a Bachelor's degree from an accredited college or university and a minimum of 15 years experience in ASW Research and Development Programs. The candidate should also have at least 10 years experience in support and management of ASW Research and Development Programs data collection and testing. The candidate should have broad experience in at-sea operations involving US Naval, non-US naval and civilian surface, submarine and air assets; sea test organizations; logistics; sea test and data collection planning; underwater acoustics; at-sea execution; navigation; radio and communications and oceanographic data collection. Specific knowledge of the LAMP Program and its associated projects is highly desirable. The candidate should have at least 10 years experience in developing and executing complex, multi-objective sea test plans involving surface, submarine and air assets of the US and non-US Navy alongside civilian assets. A Secret security clearance is required.

3.1.3 Technical Support Specialist I/II: Should have at least a Bachelor's degree from an accredited college or university in a biological, ecological, or aquatic science and at least 3 years experience in visual observation and identification of marine mammals from surface ships. The Technical Support Specialist II should have a minimum of 5 years experience in estimating marine mammal densities for incorporation into environmental compliance documents and analyses. The candidates should have the demonstrated ability to perform the duties of a marine Mammal Observer including watch standing for long periods, radio communications and living aboard a US or foreign-leased vessel in close quarters for up to 14 days.

3.2 Level of Effort

A 33 month period of performance has been defined.

3.2.1 The level of effort has been estimated for the proposed contract. A 33 month period of performance has been defined with a twelve month base period for Year One, a 12-month period for Year 2 Option and a 9 month period for the Year 3 option. The estimated level of effort is 3,200 hours per year for the first 24 months and 1,500 hours level of effort for the last 9 months.

3.2.2 The period of performance will be from date of award through 33 months or 30 September 2008.

3.2.3 A summary of the labor categories and the total anticipated hours is provided below.

Labor Category	FY06	FY07	FY08
Team Leader	2000 hours	2000 hours	1500 hours
Technical Support Specialist I	600 hours	600 hours	0 hours*
Technical Support Specialist II	600 hours	600 hours	0 hours*

*No tech support hours for FY08 - FY08 is devoted to closing out the program and writing the final report. Tech support is only required for sea test support

3.2.4 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirements. While the Government will consider an alternate level of effort, it is the Government preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

4.0 Order Details

4.1 Contract Types: The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 Period of Performance: The period of performance for this order is from 3 Jan 06 through 30 Sep 08.

4.3 Other Direct Costs (ODCs)

ODCs (including travel supplies, etc) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$7,500.00 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel including per diem is not to exceed (NTE)

\$70,000.00 per year and the total non-travel ODC amount is not to exceed (NTE) \$7,500.00 per year.

4.3.1 Travel and Per Diem: Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or Joint Travel Regulations (JTR). All travel arrangements under the contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

4.3.2 Other Direct Costs (Other than Travel and Per Diem): ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, the ODC and Travel cost total cannot exceed the NTE amount stated in Section 4.3.

4.4 Place of Performance: Work will be performed both at the contractor's facility and at-sea.

4.5 Government Furnished Resources (GFR): The Government will provide information, material and forms unique to the Government for supporting this task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies and Services: The facilities required to perform the tasks outlined in the Statement of Work will be both at the contractor's place of business and at-sea.

4.5.2 Information: All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation: All existing documentation relevant to this task's accomplishment will be made available to the contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.5.4 Equipment: With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation.

4.6 Subcontracts/Consultants: Contractor may request or propose, on a case-by-case basis, subcontracts/consultant support for specific technical tasks.

4.7 Security Requirements: During the performance of this effort, the Contractor (Team Leader) will be required to have access to, be required to receive, generate, and store classified information up to the SECRET level. A DD Form 254 will be required prior to access or production of any classified information. For the Team Leader position, a minimum of a SECRET clearance is required. Any Contractor facilities used in support of this contract must be granted SECRET facility clearances and have the capability to store material classified up to and including SECRET. A DD Form 254 will be required prior to access or production of any classified information. Additionally, Contractor is required to safeguard the information labeled as proprietary. In the course of its work, the selected Contractor will be required to execute a Nondisclosure Agreement (NDA) as outlined in Section 5.2.1 of this solicitation

4.8 Organizational Conflict of Interest:

4.8.1 Safeguarding Information

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

4.8.2 Organizational Restrictions

Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint

venture, partner, or other agreements directly impacted by the Littoral Anti-Submarine Warfare Multistatic Project (LAMP)

5.0 Proposal Requirements

5.1 Proposal Format: The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the

proposal (it can be submitted in sealed envelope) or mailed separately before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents: Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement. Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

5.3 Proposal Submission: The due date for receipt of proposals for this solicitation is no later 2:00 PM (Local Time) on 18 November 2005. All proposals must be uploaded electronically via the "[Upload Proposals](#)" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.)

6.0 Evaluation Information

6.1 Evaluation Criteria: A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. Best value is the outcome of any acquisition that ensures the Government meets the customer's needs in the most effective, economical, and timely manner. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following

Technical Factors

- (1) Proposed Personnel
- (2) Past Performance on earlier tasks under this and similar contracts
- (3) Management Plan and Technical Approach
- (4) Corporate Facilities

Price/Cost Factors

- (5) Costs

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance. In regards to the stated Technical Factor, Technical

Factor 1 is of the greatest weight; Technical Factor 2 through 3 are equally weighted. Technical Factor 4 is of less value than all other Technical Factors.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2. Award: The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award of this Order is 12 December 2005 and start date of this Order is on or about 3 Jan 2006.

7.0 Submission of Questions: Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments: Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

9.0 Point of Contact: The Point of Contact for this solicitation is Ellen Simonoff, SimonoE@onr.navy.mil, Phone 703-696-0157.

Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research

The undersigned individual, _____, agrees, both in his personal capacity and as an employee of _____ as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
 - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
 - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
 - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
 - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
 - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
 - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.

2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files